

November 2022

Dear Parent/Carer,

**Work Experience (WEX) - Private Placement Deadline: Friday 9<sup>th</sup> December 2022**

We are fast approaching the deadline for private placement forms to be completed and I wanted to share some key information to support your child in successfully organising their Work Experience from 15<sup>th</sup> May – 26<sup>th</sup> May 2023.

Whilst we do have a very limited number of placements available on our school data base, we cannot guarantee that these businesses match with your child's future goals or career ambitions. We therefore encourage all students to obtain a private work experience placement to ensure they are working in an area of industry that interests them, hence making the experience rewarding and successful.

Tutors are supporting students by discussing their ideas for work experience with them. We are also running drop in sessions to support students in obtaining a placement in the Library from 22<sup>nd</sup>-24<sup>th</sup> November 2022.

I have attached key information and the forms required to enable you to support your child. These are also available on our school website. Once completed, these forms should be returned to the Library by Friday 9<sup>th</sup> December 2022.

If you have any questions or need any further support, please do not hesitate to contact us on [WEX@trafalgarschool.org.uk](mailto:WEX@trafalgarschool.org.uk).

Yours sincerely

**Miss L Clark**

**Assistant Headteacher**